



## BOARD OF COMMISSIONERS REGULAR MEETING

Oak Harbor Chamber of Commerce

32630 SR 20, Oak Harbor, WA 98277

Thursday, October 24, 2024

6:00 PM

1. **MEETING CALLED TO ORDER** at 6:00 PM.
2. **ROLL CALL:** Commissioners Kraner, Larsen, Witmer, Guy, and Hartmann were present.
3. **AGENDA:** Commissioner Guy motioned to approve the agenda as presented. Commissioner Witmer seconded the motion, which was carried unanimously with no discussion.
4. **PUBLIC COMMENTS:** None.
5. **CONSENT AGENDA ANNOUNCEMENT**
6. **CONSENT AGENDA ITEMS**
  - a. Minutes: 9.26.24 BOC Regular Meeting. Commissioner Larsen motioned to approve the minutes as presented. Commissioner Guy seconded the motion, which was carried unanimously with no discussion.
  - b. Vouchers and Payroll:
    - i. Expense Voucher  
#s 10493-10552  
\$ 43,634.17
    - ii. Payroll  
\$63,942.40
    - iii. DOR  
\$2,357.51Total \$109,934.08
7. **STAFF REPORTS:** The Executive Director presented staff reports to the Board.
8. **COMMITTEE REPORTS**
  - a. Program Committee: The Executive Director presented an item regarding insurance coverage contracts. The item will be reviewed in the next scheduled regular meeting.
  - i. Levy Committee: The Executive Director presented that mailers were successfully sent. She also noted some events attended by herself and commissioners.
  - b. Bylaw Committee: Commissioners Guy and Hartmann presented on the updated Bylaws and inclusion of Business and Standing Rules. They are included in the packet for review, and will be presented in the next regular meeting for approval.
9. **UNFINISHED BUSINESS**
  - a. Masters Swim Team: The Business Manager presented on the US Masters Swim Program, the Whidbey Wahoos. Promotional materials will be developed to increase awareness that there is a team.
  - b. 2025 Budget- Pricing Structure Update: The Business Manager presented on the pricing structure to be taken into consideration when building program fees for 2025.
  - c. 2025 Budget- COLA/Longevity Raises: The Business Manager presented on proposed COLA and Longevity raises.

- i. Commissioner Larsen motioned to approve the Cost-of-Living Adjustment for the current part-time job and exempt staff for 2025 at the rate of 2.33%. Commissioner Guy seconded the motion, which was carried unanimously with no discussion.
- ii. Commissioner Guy motioned to approve a 3% longevity raise for staff who qualify based on their anniversary date with the District. Commissioner Larsen seconded the motion, which was carried unanimously with no discussion.

**10. NEW BUSINESS:**

- a. Holiday Schedule: The Executive Director presented the upcoming holiday schedule for the pool.

**11. EXECUTIVE SESSION:** None.

**12. ACTION ITEM/REVIEW:**

- a. Staff to put Bylaws and Business & Standing Rules documents into resolution format.
- b. Business Manager to rework budget amounts to reflect 8 lanes, and without lifeguards for programs not affiliated with the pool.
- c. Commissioner Hartmann to send calendar invites to BOC and staff for Special Meeting on November 7, 2024.
- d. Note to staff, only print formatted blue pages and agendas for BOC to have at meetings.

**14. FINAL BOARD COMMENTS:**

**15. NEXT MEETING:** November 7, 2024, at 6:00 PM at the John Vanderzicht Memorial Pool.

**16. ADJOURNMENT:** Commissioner Guy motioned to adjourn the meeting at 6:31 PM.

Commissioner Hartmann seconded the motion, which was carried unanimously with no discussion.

Attest:

  
David Guy, Commissioner

12/14/24

date